

Placement Survey and Concentrator Report MS Access User Manual (Backup System)



Arizona Department of
Education
Career and Technical Education

This 2005-2006 Performance Measures Access Forms User Manual is for use *ONLY* with the Access database:

2006PerformanceMeasuresBackupAccessDatabase.mdb.

This Access database is intended as a backup system in the event that you cannot connect to the Performance Measures online system on the ADE website:

<http://www.ade.az.gov/PerfMeasures/splash.asp>

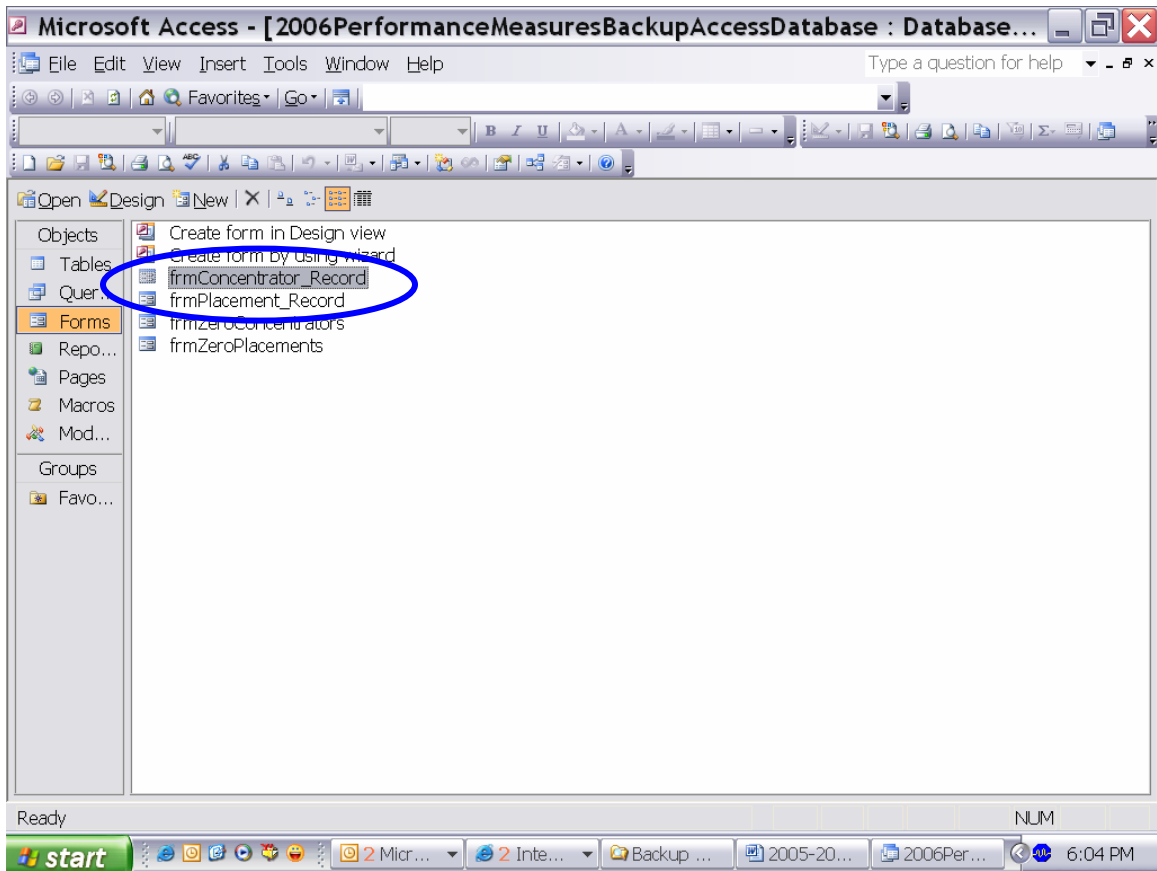
If you are unable to connect to the Performance Measures online system, then load the diskette into your pc, and copy the Access database to your C: drive. When the Access database is copied to your C: drive, it will run fast and accurately. (Please do not run this Access database from your A: drive).

Use the instructions enclosed in this manual to add 2005 Placement Survey information and 2006 Concentrator Report information. You can also use the Zero Placements for a Program form to indicate that you do not have any Placements for a particular program, or the Zero Concentrators for a Program form to indicate that you do not have any Concentrators for a particular program.

When you are completely finished adding all records – all Placement Surveys, Concentrator Reports, Zero Placements for a Program, Zero Concentrators for a Program – please email the entire Access database as an attachment to:

STWDataCollection@ade.az.gov

We will then load your records onto our Performance Measures database. When they are loaded, you will be able to view these records using the Performance Measures online system. Please see the Performance Measures online user manual for instructions in using that system.



To enter your 2006 Concentrator Records: Click on the Forms tab, then Double-click on the frmConcentrator_Record to open the 2006 Concentrator Record form. Maximize the size of the form (click the middle button in the upper right-hand corner to maximize the size of the form).

Microsoft Access - [frmConcentrator_Record : Form]

File Edit View Insert Format Records Tools Window Help

Type a question for help

Combo52

Concentrator Record

2006 Concentrator Record

School: CTDS:

Program: ProgramCIP:

First Name: MI: Last Name:

Birthdate: Gender:

IVEP service category: NO

Leaver Code: Race: Attain 80%?:

Social Security Number (Voluntary): SAIS Number (Mandatory):

Assessment Method: Test Name:

Federal-State Indicator: Federal

Date:

- Press Enter to Add Record -

Record: 1 of 1

Form View

NUM

start

2 Micr... 2 Inte... Access d... 2005-20... 2 Micr... 5:41 PM

Click on the Schools drop-down button to select your school. When you do, the School's number (CTDS) will appear in the box next to the School.

Microsoft Access - [frmConcentrator_Record : Form]

File Edit View Insert Format Records Tools Window Help Type a question for help

Combo52

Concentrator Record

2006 Concentrator Record

School: CTDS:

Program: ProgramCIP:

First Name MI: Last Name:

Birthdate: Gender:

IVEP service category: NO

Leaver Code: Race: Attain 80%?:

Social Security Number (Voluntary): SAIS Number (Mandatory):

Assessment Method: Test Name:

Federal-State Indicator Federal

Date: - Press Enter to Add Record -

Record: 1 of 1

Form View NUM

start 2 Micr... 2 Inte... Access d... 2005-20... 2 Micr... 5:41 PM

Click on the Program drop-down button to select your program. When you do, the Program number (ProgramCIP) will appear in the box next to the Program.

Microsoft Access - [frmConcentrator_Record : Form]

File Edit View Insert Format Records Tools Window Help

Type a question for help

Combo52

Concentrator Record

2006 Concentrator Record

School: CTDS:

Program: ProgramCIP:

First Name: MI: Last Name:

Birthdate: Gender:

IVEP service category: NO

Leaver Code: Race: Attain 80%?:

Social Security Number (Voluntary): SAIS Number (Mandatory):

Assessment Method: Test Name:

Federal-State Indicator: Federal

Date:

- Press Enter to Add Record -

Record: 1 of 1

Form View

NUM

start

2 Micr... 2 Inte... Access d... 2005-20... 2 Micr... 5:41 PM

Enter the student's first name, middle initial (optional), last name, and birthdate. Click on the Gender drop-down button to select the gender of the student. (The code M or F will be stored in this field, not the description Male or Female. The descriptions are displayed for your convenience).

Microsoft Access - [frmConcentrator_Record : Form]

File Edit View Insert Format Records Tools Window Help

Type a question for help

Combo52

Concentrator Record

2006 Concentrator Record

School: CTDS:

Program: ProgramCIP:

First Name: MI: Last Name:

Birthdate: Gender:

IVEP service category: NO

Leaver Code: Race: Attain 80%?:

Social Security Number (Voluntary): SAIS Number (Mandatory):

Assessment Method: Test Name:

Federal-State Indicator: Federal

Date:

- Press Enter to Add Record -

Record: 1 of 1

Form View

NUM

start

2 Micr... 2 Inte... Access d... 2005-20... 2 Micr... 5:41 PM

Click on the IVEP service category drop-down button to select the IVEP code of the student. (The actual IVEP code will be stored in this field, not the IVEP description. The descriptions are displayed for your convenience).

Microsoft Access - [frmConcentrator_Record : Form]

File Edit View Insert Format Records Tools Window Help

Type a question for help

Combo52

Concentrator Record

2006 Concentrator Record

School: CTDS:

Program: ProgramCIP:

First Name: MI: Last Name:

Birthdate: Gender:

IVEP service category: NO

Leaver Code: Race: Attain 80%?:

Social Security Number (Voluntary): SAIS Number (Mandatory):

Assessment Method: Test Name:

Federal-State Indicator: Federal

Date:

- Press Enter to Add Record -

Record: 1 of 1

Form View

NUM

start

2 Micr... 2 Inte... Access d... 2005-20... 2 Micr... 5:41 PM

Click on the Leaver Code drop-down button to select the Leaver code of the student. (The actual Leaver code will be stored in this field, not the Leaver code description. The descriptions are displayed for your convenience). **Note the new leaver code – E1 Still in School. This code is for Concentrators that have not yet graduated.

Microsoft Access - [frmConcentrator_Record : Form]

File Edit View Insert Format Records Tools Window Help

Type a question for help

Combo52

Concentrator Record

2006 Concentrator Record

School: CTDS:

Program: ProgramCIP:

First Name: MI: Last Name:

Birthdate: Gender:

IVEP service category: NO

Leaver Code: Race: Attain 80%?:

Social Security Number (Voluntary): SAIS Number (Mandatory):

Assessment Method: Test Name:

Federal-State Indicator: Federal

Date:

- Press Enter to Add Record -

Record: 1 of 1

Form View

NUM

start

2 Micr... 2 Inte... Access d... 2005-20... 2 Micr... 5:41 PM

**Click on the Race drop-down button to select the Race code of the student.
(The actual Race code will be stored in this field, not the Race description. The
descriptions are displayed for your convenience).**

Microsoft Access - [frmConcentrator_Record : Form]

File Edit View Insert Format Records Tools Window Help

Type a question for help

Combo52

Concentrator Record

2006 Concentrator Record

School: CTDS:

Program: ProgramCIP:

First Name: MI: Last Name:

Birthdate: Gender:

IVEP service category: NO

Leaver Code: Race: Attain 80%?:

Social Security Number (Voluntary): SAIS Number (Mandatory):

Assessment Method: Test Name:

Federal-State Indicator: Federal

Date:

- Press Enter to Add Record -

Record: 1 of 1

Form View

NUM

start

2 Micr... 2 Inte... Access d... 2005-20... 2 Micr...

5:41 PM

Enter the student's Attain 80% code (Y or N) and the optional Social Security Number and the mandatory SAIS number. Also, enter today's current date.

2006 Concentrator Record

School: CTDS:

Program: ProgramCIP:

First Name: MI: Last Name:

Birthdate: Gender:

IVEP service category: NO

Leaver Code: Race: Attain 80%?:

Social Security Number (Voluntary): SAIS Number (Mandatory):

Assessment Method: Test Name:

Federal-State Indicator: Federal

Date:

- Press Enter to Add Record -

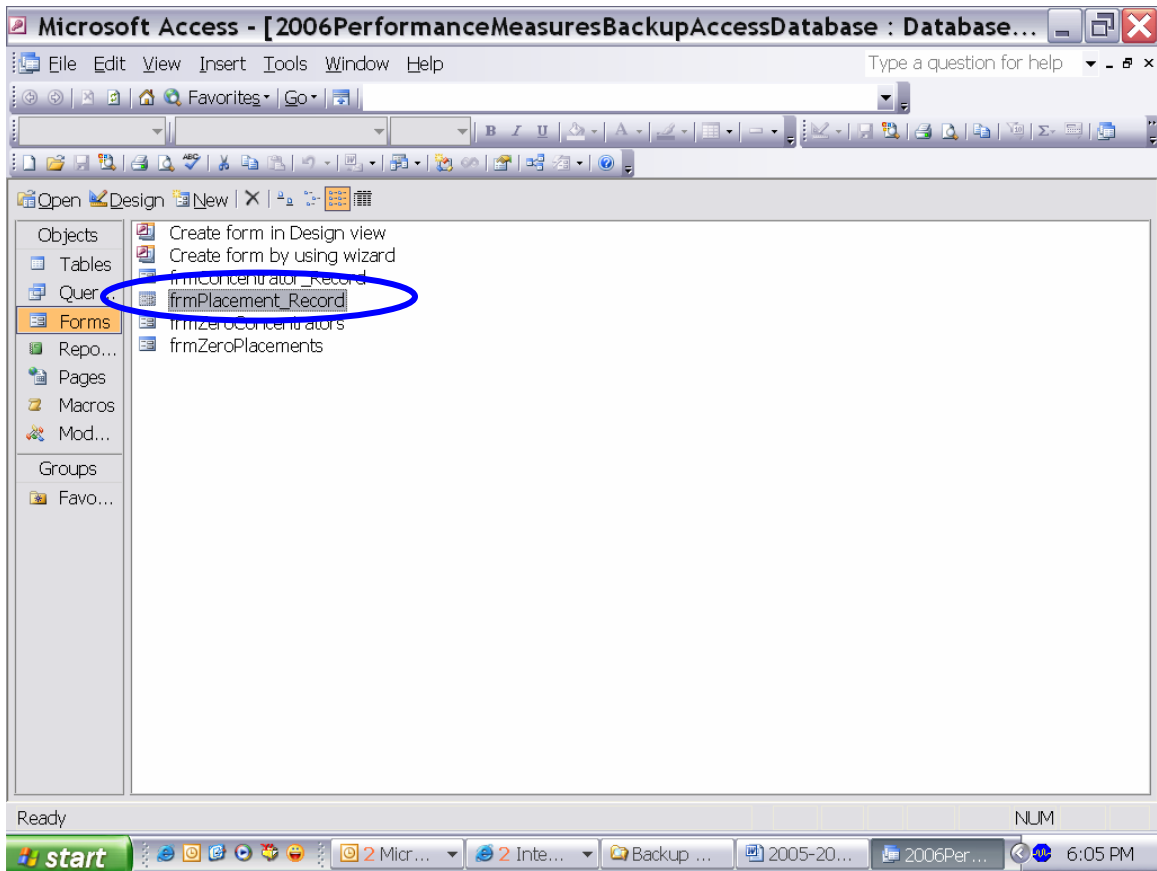
Record: 1 of 1

Form View

Enter the Assessment Method. If the Assessment Method is the State Assessment, please enter the Test Name.

Then, enter the Federal-State Indicator – this is used if you are entering one student in two (or more) programs at your school. All students in one program at one school are Federal records – if one student is in two (or more) programs, please determine which program will be designated as the State record (for Placement funding purposes) and which program will be designated as the Federal record (for Performance Measures purposes).

Also, enter today's current date. Press Tab, then press Enter to add the record. The student's Concentrator information has now been added to the database.



To enter your 2005 Placement Surveys: Click on the Forms tab, then Double-click on the frmPlacement_Record to open the 2005 Placement Survey form. Maximize the size of the form (click the middle button in the upper right-hand corner to maximize the size of the form).

Microsoft Access - [frmPlacement_Record : Form]

File Edit View Insert Format Records Tools Window Help

Type a question for help

Combo50

2005 Placement Survey

School: [] CTDS: []

Program: [] ProgramCIP: []

First Name: [] Address1: []

Last Name: [] Address2: []

City: [] State: AZ [] Zip: []

Birthdate: [] Phone: (Optional) []

Student Type: []

IVEP Code: [] Gender: []

Is the Student returning from a religious mission?: []

If Yes, what year did they graduate?: []

Contact Type: [] Description if Other: []

Completer Type: [] Description if Other: []

Federal-State Indicator: Federal [] Leaver Code: []

SAIS Number (Mandatory): []

Date: []

[-> Continue to: Placement Information \(see tab above\)](#)

Record: 1 of 1

Form View

NUM

start

2 Micr... 2 Inte... Access d... 2005-20... 2 Micr... 5:43 PM

This Placement Survey form is on 2 pages: Demographic Information and Placement Information. Fill out all the fields on the Demographic Information form first, then click on the Placement Information tab at the top of the form to add the student's post secondary school, military branch, or employment information.

To begin adding the student's Demographic Information, click on the Schools drop-down button to select your school. When you do, the School's number (CTDS) will appear in the box next to the School.

Microsoft Access - [frmPlacement_Record : Form]

File Edit View Insert Format Records Tools Window Help

Type a question for help

Combo50

2005 Placement Survey

School: CTDS:

Program: ProgramCIP:

First Name: Address1:

Last Name: Address2:

City: State: AZ Zip:

Birthdate: Phone: (Optional)

Student Type:

IVEP Code: Gender: Is the Student returning from a religious mission?:

If Yes, what year did they graduate?:

Contact Type: Description if Other:

Completer Type: Description if Other:

Federal-State Indicator: Federal Leaver Code:

SAIS Number (Mandatory): [-> Continue to: Placement Information \(see tab above\)](#)

Date:

Record: 1 of 1

Form View

NUM

start

2 Micr... 2 Inte... Access d... 2005-20... 2 Micr... 5:43 PM

Click on the Program drop-down button to select your program. When you do, the Program number (ProgramCIP) will appear in the box next to the Program.

Microsoft Access - [frmPlacement_Record : Form]

File Edit View Insert Format Records Tools Window Help

Type a question for help

Combo50

2005 Placement Survey

School: CTDS:

Program: ProgramCIP:

First Name: Address1:

Last Name: Address2:

City: State: Zip:

Birthdate: Phone: (Optional)

Student Type:

IVEP Code: Gender: Is the Student returning from a religious mission?:

If Yes, what year did they graduate?:

Contact Type: Description if Other:

Completer Type: Description if Other:

Federal-State Indicator: Leaver Code:

SAIS Number (Mandatory): [-> Continue to: Placement Information \(see tab above\)](#)

Date:

Record: 1 of 1

Form View

NUM

start

2 Micr... 2 Inte... Access d... 2005-20... 2 Micr... 5:43 PM

Enter the student's first name, last name, address, city, state, zip code, and phone number (optional). Click on the Student Type drop-down button to select the type of the student. (The student type code: C or L or N will be stored in this field, not the description. The descriptions are displayed for your convenience).

Microsoft Access - [frmPlacement_Record : Form]

File Edit View Insert Format Records Tools Window Help

Type a question for help

Combo50

Demographic Information Placement Information

2005 Placement Survey

School: CTDS:

Program: ProgramCIP:

First Name: Address1:

Last Name: Address2:

City: State: AZ Zip:

Birthdate: Phone: (Optional)

Student Type:

IVEP Code: Gender:

Is the Student returning from a religious mission?:

If Yes, what year did they graduate?:

Contact Type: Description if Other:

Completer Type: Description if Other:

Federal-State Indicator: Federal Leaver Code:

SAIS Number (Mandatory):

Date:

[Continue to: Placement Information \(see tab above\)](#)

Record: 1 of 1

Form View

NUM

start

2 Micr... 2 Inte... Access d... 2005-20... 2 Micr... 5:43 PM

Enter the student's IVEP Code and gender. Click on the IVEP Code drop-down button to select the IVEP Code. (The actual IVEP code will be stored in this field, not the description. The descriptions are displayed for your convenience).

Microsoft Access - [frmPlacement_Record : Form]

File Edit View Insert Format Records Tools Window Help

Type a question for help

Combo50

2005 Placement Survey

School: CTDS: Program: ProgramCIP: First Name: Address1: Last Name: Address2: City: State: AZ Zip: Birthdate: Phone: (Optional): Student Type: IVEP Code: Gender: Is the Student returning from a religious mission?: If Yes, what year did they graduate?: Contact Type: Description if Other: Completer Type: Description if Other: Federal-State Indicator: Federal Leaver Code: SAIS Number (Mandatory): Date: -> Continue to: Placement Information (see tab above)

Record: 1 of 1

Form View

NUM

start 2 Micr... 2 Inte... Access d... 2005-20... 2 Micr... 5:43 PM

Answer the question: “Is the Student returning from a religious mission?” with a Y or N. If Y, enter the year of graduation. The only allowable values for year of graduation are: 2002, 2003 or 2004.

Microsoft Access - [frmPlacement_Record : Form]

File Edit View Insert Format Records Tools Window Help

Type a question for help

Combo50

Demographic Information Placement Information

2005 Placement Survey

School: CTDS:

Program: ProgramCIP:

First Name: Address1:

Last Name: Address2:

City: State: AZ Zip:

Birthdate: Phone: (Optional)

Student Type:

IVEP Code: Gender:

Is the Student returning from a religious mission?:

If Yes, what year did they graduate?:

NO

Contact Type: Description if Other:

Completer Type: Description if Other:

Federal-State Indicator: Federal Leaver Code:

SAIS Number (Mandatory):

Date:

[Continue to: Placement Information \(see tab above\)](#)

Record: 1 of 1

Form View

NUM

start

2 Micr... 2 Inte... Access d... 2005-20... 2 Micr... 5:43 PM

Click on the Contact Type drop-down box to select the student's contact type. (The actual Contact Type will be stored in this field, not the description. The descriptions are displayed for your convenience). If you select O (Other), you must enter a description in the next field.

Microsoft Access - [frmPlacement_Record : Form]

File Edit View Insert Format Records Tools Window Help

Type a question for help

Combo50

2005 Placement Survey

School: CTDS:

Program: ProgramCIP:

First Name: Address1:

Last Name: Address2:

City: State: Zip:

Birthdate: Phone: (Optional)

Student Type:

IVEP Code: Gender: Is the Student returning from a religious mission?:

If Yes, what year did they graduate?:

Contact Type: Description if Other:

Completer Type: Description if Other:

Federal-State Indicator: Leaver Code:

SAIS Number (Mandatory): [-> Continue to: Placement Information \(see tab above\)](#)

Date:

Record: 1 of 1

Form View

NUM

start

2 Micr... 2 Inte... Access d... 2005-20... 2 Micr... 5:43 PM

Click on the Completer Type drop-down box to select the student's completer type. (The actual Completer Type will be stored in this field, not the description. The descriptions are displayed for your convenience). If you select O (Other), you must enter a description in the next field.

Enter the student's Federal-State Indicator. This is used if you are entering one student in two (or more) programs at your school. All students in one program at one school are Federal records – if one student is in two (or more) programs, please determine which program will be designated as the State record (for Placement funding purposes) and which program will be designated as the Federal record (for Performance Measures purposes).

New on the 2005 Placement Survey form is the Leaver Code. Select from the drop-down box one of the applicable codes for the student. Also new on the 2005 Placement Survey form is the SAIS Number. This is a mandatory field if new Placement record (no existing 2005 Concentrator record).

Enter today's current date, then click on the Placement Information tab at the top of the form to continue to the next page. Use the Placement Information form to enter information about the student's post-secondary school, military branch, or employment.

Microsoft Access - [frmPlacement_Record : Form]

File Edit View Insert Format Records Tools Window Help

Type a question for help

Text83

2005 Placement Survey

In School?: ☐

Select Post Secondary School from the list, OR enter the School Name if not on the list:

School related to Program?: ☐

In Military?: ☐ Military Branch:

Military related to Program?: ☐

Working?: ☐ Work related to Program?: ☐ If Working, please fill out Employer information below:

Employer Name:

Employer Address1:

Employer Address2:

Employer City: Employer State: Employer Zip:

Employer Phone (optional): Employer Fax (optional):

Employer Supervisor (optional):

- Press Enter to Add Record -

Record: 1 of 1

Form View

NUM

start

2 Micr... 2 Inte... dkerwin ... 2005-20... 2 Micr... 6:00 PM

On the Placement Information form, if you answer the question: In School? Y - then use the drop-down box to select the student's post secondary school from the list provided. If the student's post secondary school is not on the list, please type in the name of the school. (Non-Arizona schools are not on this list). Also, enter a Y or N in the School Related to Program? field.

Microsoft Access - [frmPlacement_Record : Form]

File Edit View Insert Format Records Tools Window Help

Type a question for help

Text83

2005 Placement Survey

In School?: ☐

Select Post Secondary School from the list, OR enter the School Name if not on the list:

School related to Program?: ☐

In Military?: ☐ Military Branch:

Military related to Program?: ☐

Working?: ☐ Work related to Program?: ☐ If Working, please fill out Employer information below:

Employer Name:

Employer Address1:

Employer Address2:

Employer City: Employer State: Employer Zip:

Employer Phone (optional): Employer Fax (optional):

Employer Supervisor (optional):

- Press Enter to Add Record -

Record: 1 of 1

Form View

NUM

start

2 Micr... 2 Inte... dkerwin ... 2005-20... 2 Micr... 6:00 PM

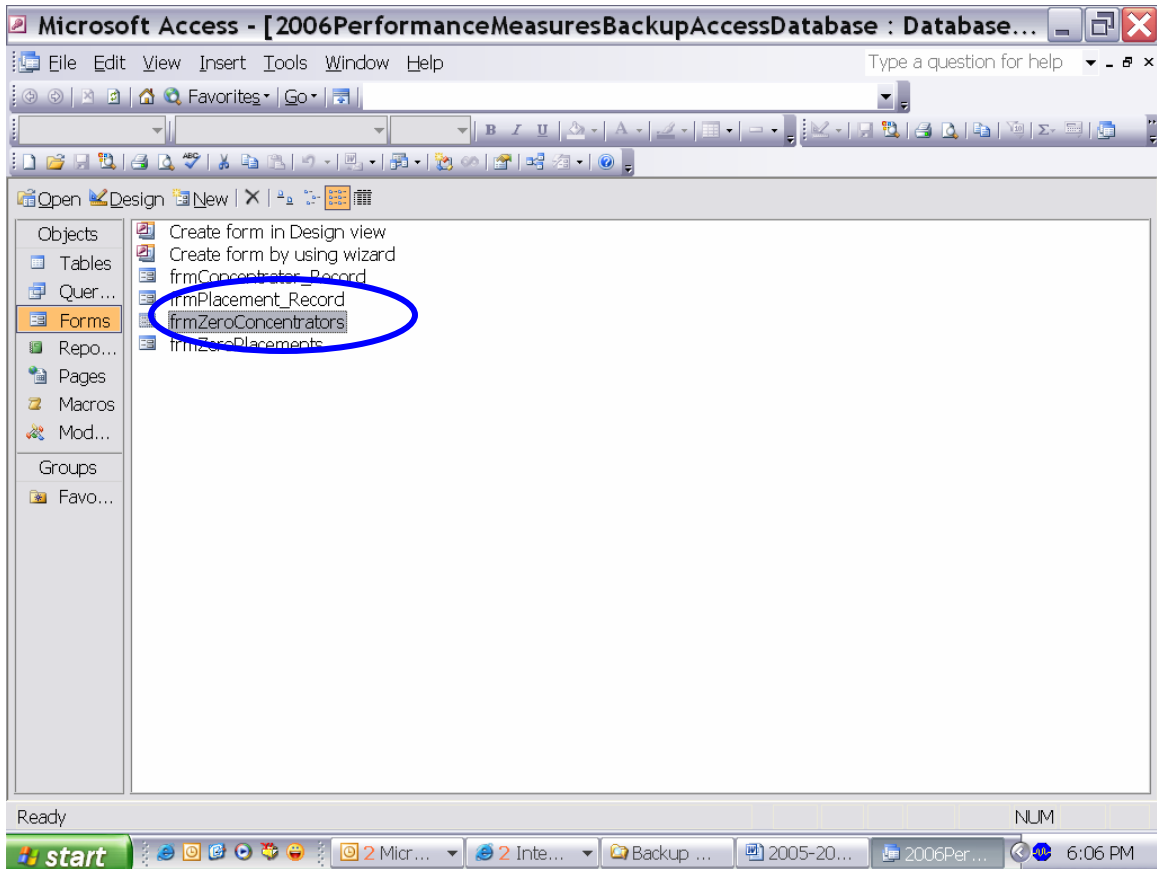
If the student is in the Military, enter a Y in the In Military? field - then use the drop-down box to select the student's military branch. Also, enter a Y or N in the Military Related to Program? field.

If the student is working, enter a Y in the Working? field and a Y or N in the Work Related to Program? field. Then enter the student's employer name, address, city, state, and zip code. The employer's phone and fax number are optional, as well as the employer supervisor and the contact supervisor field. To add the Placement Survey record, press Tab, then press Enter. The student's Placement Survey information has now been added to the database.

To add another Placement Survey record, go to the top of the form and click on the Demographic Information tab and begin entering the next student's school, program, and other demographic information.

When you are completely finished adding all records – all Placement Surveys, Concentrator Reports, Zero Placements for a Program, Zero Concentrators for a Program – then you can email the entire Access database to:
STWDataCollection@ade.az.gov

We will then load your records onto our Performance Measures database. When they are loaded, you will be able to view these records using the Performance Measures online system. Please see the Performance Measures online user manual for instructions in using that system.



To enter your 2006 Zero Concentrators for a Program: Click on the Forms tab, then Double-click on the frmZeroConcentrators to open the 2006 Zero Concentrators for a Program form. Maximize the size of the form (click the middle button in the upper right-hand corner to maximize the size of the form).

Microsoft Access - [frmZeroConcentrators : Form]

File Edit View Insert Format Records Tools Window Help

Type a question for help

Combo3

Zero Concentrators

Zero Concentrators for a Program

School: CTDS:

Program: ProgramCIP:

This Program has Zero Concentrators:

Date:

- Press Enter to Add Record -

Record: 1 of 1

Form View

start

2 Micr... 2 Inte... dkerwin ... 2005-20... 2 Micr... 6:00 PM

Click on the Schools drop-down button to select your school. When you do, the School's number (CTDS) will appear in the box next to the School.

Microsoft Access - [frmZeroConcentrators : Form]

File Edit View Insert Format Records Tools Window Help

Type a question for help

Combo3

Zero Concentrators

Zero Concentrators for a Program

School: CTDS:

Program: ProgramCIP:

This Program has Zero Concentrators: ☐

Date:

- Press Enter to Add Record -

Record: 1 of 1

Form View

NUM

start

2 Micr... 2 Inte... dkerwin ... 2005-20... 2 Micr... 6:00 PM

Click on the Program drop-down button to select your program. When you do, the Program number (ProgramCIP) will appear in the box next to the Program.

Microsoft Access - [frmZeroConcentrators : Form]

File Edit View Insert Format Records Tools Window Help

Type a question for help

Combo3

Zero Concentrators for a Program

School: CTDS:

Program: ProgramCIP:

This Program has Zero Concentrators: ☒ Y

Date:

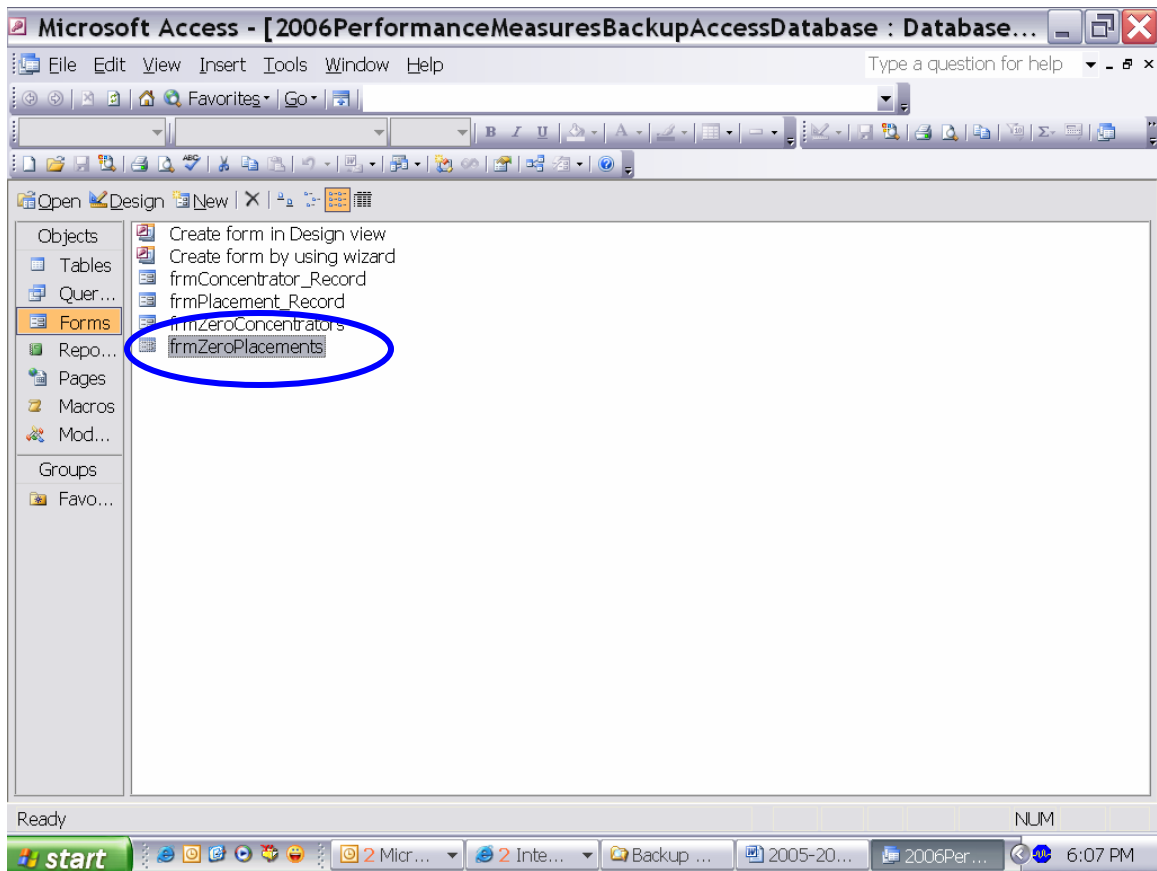
- Press Enter to Add Record -

Record: 1 of 1

Form View

start 2 Micr... 2 Inte... dkerwin ... 2005-20... 2 Micr... 6:00 PM

To designate that a Program has Zero Concentrators, a Y appears in the box. Enter today's current date, press Tab, then press Enter to add the record. The Zero Concentrators for a Program information has now been added to the database.



To enter your 2005 Zero Placements for a Program: Click on the Forms tab, then Double-click on the frmZeroPlacements to open the 2005 Zero Placements for a Program form. Maximize the size of the form (click the middle button in the upper right-hand corner to maximize the size of the form).

Microsoft Access - [frmZeroPlacements : Form]

File Edit View Insert Format Records Tools Window Help

Type a question for help

Combo11

Zero Placements for a Program

Zero Placements for a Program

School: CTDS:

Program: ProgramCIP:

This Program has Zero Placements: ☐

Date:

- Press Enter to Add Record -

Record: 1 of 1

Form View

start

2 Micr... 2 Inte... dkerwin ... 2005-20... 2 Micr... 6:02 PM

Click on the Schools drop-down button to select your school. When you do, the School's number (CTDS) will appear in the box next to the School.

The screenshot shows the Microsoft Access application window titled "Microsoft Access - [frmZeroPlacements : Form]". The menu bar includes File, Edit, View, Insert, Format, Records, Tools, Window, and Help. A search bar at the top right says "Type a question for help". Below the menu bar is a toolbar with various icons. The main area displays a form titled "Zero Placements for a Program". The form contains the following fields and controls:

- School:** A text box with a dropdown arrow.
- CTDS:** A text box with a dropdown arrow.
- Program:** A text box with a dropdown arrow.
- ProgramCIP:** A text box with a dropdown arrow.
- This Program has Zero Placements:** A checkbox with the letter "Y" inside.
- Date:** A text box.
- Press Enter to Add Record -**: A green text label.

At the bottom of the form, there is a record navigation bar showing "Record: 1 of 1" and "Form View". The Windows taskbar at the bottom shows the Start button and several open applications, including "2 Micr...", "2 Inte...", "dkerwin ...", "2005-20...", and "2 Micr...". The system clock shows "6:02 PM".

Click on the Program drop-down button to select your program. When you do, the Program number (ProgramCIP) will appear in the box next to the Program.

The screenshot displays the Microsoft Access application window titled "Microsoft Access - [frmZeroPlacements : Form]". The menu bar includes File, Edit, View, Insert, Format, Records, Tools, Window, and Help. A search bar at the top right says "Type a question for help". Below the menu is a toolbar with various icons. The main area shows a form titled "Zero Placements for a Program". Inside the form, there is a title box "Zero Placements for a Program". Below it are several fields: "School:" with a dropdown arrow, "CTDS:" with a dropdown arrow, "Program:" with a dropdown arrow, and "ProgramCIP:" with a dropdown arrow. Below these is a checkbox labeled "This Program has Zero Placements:" which contains the letter "Y". Below the checkbox is a "Date:" field. A green text prompt "- Press Enter to Add Record -" is centered below the date field. At the bottom of the form, the status bar shows "Record: 1 of 1" and "Form View". The Windows taskbar at the very bottom shows the start button and several open applications, including "2 Micr...", "2 Inte...", "dkerwin ...", "2005-20...", and "2 Micr ...". The system clock shows "6:02 PM".

To designate that a Program has Zero Placements, a Y appears in the box. Enter today's current date, press Tab, then press Enter to add the record. The Zero Placements for a Program information has now been added to the database.

If you have any questions about using these Access forms, please contact:

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(602) 542-7881
email: dkerwin@ade.az.gov

or

Steve Saline
Career and Technical Education/MIS Staff
(602) 542-5566
email: ssaline@ade.az.gov